

CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE DEPUTY DIRECTOR

3 June 1977

NOTE FOR: DDCI

SUBJECT: [REDACTED] Paper Recommending  
New Members for the EEO  
Advisory Panel

I tried to contact [REDACTED] on  
this paper late Friday afternoon but  
he had gone. I recommend that you  
do not forward to the DCI until we  
have asked [REDACTED] to provide a  
brief bio sketch for each nominee  
that he proposes.



Have  
Personnel  
provide  
HN

25X1

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DCI's EEO ADVISORY PANEL  
(As revised 4 January 1977)

I. Mission

- A. Advise and counsel the DCI, DDCI and D/EEO on Agency policies affecting equality of employment opportunity and affirmative action, recommending new policy or policy revision as appropriate.
- B. Detect and appraise the DCI, DDCI and D/EEO of problems affecting equality of opportunity and the Affirmative Action efforts of the Agency.
- C. Participate in the development of the Agency's EEO Plan providing recommendations, contributions, and review on an Agency, Directorate or component level as are appropriate.
- D. Monitor the staffing and operation of the Agency's EEO system and organization, making recommendations to the DCI, DDCI or D/EEO to improve effectiveness, responsiveness or sensitivity.
- E. Maintain close liaison with the Federal Women's Board of CIA.

II. Organization and Operation

- A. The DCI Panel shall be structured to include representatives from each of the Directorates and the Executive Service - not to exceed 15 members.
- B. The Panel serves at the pleasure of and will be subject only to the direction of the DCI, DDCI. The Panel shall have the authority to carry out its mission, and to consult with appropriate Agency managers, officials and employees. This authority may be granted or denied the Panel only by the DCI or DDCI.

- C. The Panel shall be governed by rules and established procedures to assure the security and confidentiality of all information to which it has access.
- D. The Panel will recommend new members to the DCI and DDCI for approval. All employees interested in Panel membership should notify the OEEO. They will be considered by the Panel as vacancies occur.
- E. The Panel will elect its chairperson. The term of the chair will be one year. No chairperson may serve more than two terms.
- F. Administrative support will be provided the Panel by the D/EEEO. Such expenditures as the Panel may be authorized shall be included in the budget of the OEEO.
- G. Procedures shall be established and monitored by the OEEO and the OP to assure appropriate recognition of EEO Panel members for Panel service.

### III. Procedure (Administrative)

Panel recommendations shall be forwarded directly to the DCI, DDCI and D/EEEO. The DCI's action officer for all Panel recommendations shall be the Director, EEEO. All staff work required as a result of the Panel recommendations shall be coordinated by the OEEO.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Registry

77-14354/1

FROM:

EXTENSION

NO.

DATE

6 June 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Personnel

2.

3.

4.

5.

6.

7.

8.

9.

0.

1.

2.

3.

4.

SUBJECT: Nominees for DCI  
EEO Advisory Panel

Fred:

Please provide a brief  
biographic sketch on each  
nominee for the subject panel.

A/DDCI

STAT